

# ADDENDUM 1

## City of Winston-Salem Request for Letters of Interest and Statements of Qualifications

The City Of Winston-Salem Stormwater Division Desires To Engage A Qualified Private Engineering Firm For Professional Engineering Services Related To The Replacement Of Stormwater Conveyance System Components Under And Along Bennett Drive (Site 1) And Commonwealth Drive (SITE 2).

**Proposals Will Be Received Until**

**4:00 PM, Friday April 6, 2018**

**Direct Proposals to  
Mr. Keith Huff, Stormwater Director  
City of Winston-Salem  
Stormwater/Erosion Control Division  
P.O. Box 2511  
[keithh1@cityofws.org](mailto:keithh1@cityofws.org)**

March 28, 2018

**Please acknowledge receipt of this Addendum and include with your proposal.**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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### Questions/City Responses

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We have two questions regarding the Bennett and Commonwealth RFQ, specifically related to the updated M/WBE documentation process for proposals. Our questions are as follows:

**Question 1:** Please clarify – do submittals need to include the “SUBCONTRACTOR/SUPPLIER UTILIZATION FORM”?

- Explanation: The RFQ does not state we are required to submit the “SUBCONTRACTOR/SUPPLIER UTILIZATION FORM”. However, the top of the form says “\*\*\* MUST BE SUBMITTED WITH PROPOSAL \*\*\*”

**Response:** Yes, the subcontractor utilization form should be submitted with the RFQ

**Question 2:** Can you expand the page count to 5 pages for the “M/WBE Affidavit of Minority Participation/Good Faith Efforts”?

- Explanation: The RFQ states the MWBE Section is limited to 3 pages. But if we include all the forms with the statement “\*\*\* MUST BE SUBMITTED WITH PROPOSAL \*\*\*” at the top, the section must be 5 pages.

**Response:** Proposer should submit all applicable forms that state "must be submitted with proposal" regardless of how many pages it takes.

**Question 3:** Do all forms and submittals count toward the total page limits? Specifically the required M/WBE forms.

**Response:** Section V states that the LOI/SOQ section is limited to 20 pages, however, **this excludes all required forms and MWBE information?** Submit all required forms regardless of how many pages it takes.